

FACILITIES MAINTENANCE SUPERVISOR*Class Definition*

Under direction, performs supervisory and skilled work in the maintenance, repair and alterations of City owned or leased buildings, and related electrical and mechanical equipment.

Distinguishing Characteristics

Facilities Maintenance Supervisor is a first line supervisory class in which incumbents schedule and supervise the day-to-day work activities of skilled, semi-skilled, and unskilled maintenance, construction, and custodial employees. A Facilities Maintenance Supervisor may have operational and administrative responsibilities for one or more facilities maintenance programs.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Schedules work and assigns crew and equipment; instructs work crew leaders in proper work methods; reassigns workers to meet varying work loads or crew requirements.

Supervises building maintenance repairs and alterations to assure compliance with City codes.

Supervises custodial crews in City buildings, directly and through subordinate employees.

Supervises and participates in the maintenance, repair, operation, and overhaul of equipment in municipal facilities such as boilers, chillers, fans, blowers, coils, ducts, thermostats, gauges, meters, and valves.

Supervises and participates in the upkeep and care of public and Convention Center facilities, including related equipment.

Inspects public and Convention Center facilities and equipment for damage or deterioration; recommends correction of substandard conditions.

Prepares event "set-up" and accommodations in accordance with events/manifest for City facilities including the Convention Center.

Assists promoters before, during, and after events.

Checks time cards, leave request forms, and requisitions; orders parts and supplies; maintains records and related documents.

Supervises job training and safety programs.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the methods, tools, and equipment used in the care and maintenance of buildings, building equipment, and grounds.

Knowledge of the hazards and safety requirements of the work.

Knowledge of CAL OSHA requirements pertaining to property maintenance activities.

Knowledge of the requirements regarding access and egress in large auditoriums.

Knowledge of fire regulations concerning large assemblies.

Knowledge of the techniques and procedures employed in the set-up and arrangements of accommodations for Convention Center or other public facility users.

Knowledge of the building trades including air conditioning, heating, and plumbing.

Ability to instruct crew members in proper work methods.

Ability to perform skilled mechanical, electrical, and structural maintenance and repair work.

Ability to establish and maintain working relationships with employees, officials, contractors, and inspectors.

Ability to keep work records and prepare reports.

Minimum Qualifications

Three years of experience in building maintenance and repair which included, or is supplemented by, one year of lead or supervisory work experience.

Necessary Special Requirements

Possession of a valid California Drivers's License at time of appointment.

APPROVED: _____

DATE: _____

Director of Human Resources

MR/CW/po/05/26/87

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